

## NOTICE OF VACANCY



Main: 400 North Miami Avenue, Miami, Florida 33128

Website: [www.flsd.uscourts.gov](http://www.flsd.uscourts.gov)

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### Important Dates

Opening: 09/23/2021

Closing: 09/30/2021

Est. Start Date: 10/25/2021 or later

**Position:** Pro Se Law Clerk (**Temporary**)  
**Ann. No:** 2021-JDS-10  
**No. Vacancy:** One Full-Time Position  
**Duty Station:** Miami or West Palm Beach, Florida  
**Salary:** Commensurate with Legal Work Experience

**Chambers Law Clerk Limitation:** *There is a lifetime limitation of four (4) cumulative years of term clerkship service with the United States Courts. Pro Se Law Clerk is not a chambers position. Service as a Pro Se Law Clerk is not charged against the Term Law Clerk four-year lifetime limitation.*

**Temporary Positions within the Judiciary:** *This is a full-time temporary position. Expected length of service is one (1) year with possibility of extension for one (1) additional year. There is a cumulative four (4) year limit on the amount of temporary service that may be served in any single position with the U.S. Courts.*

### Position Overview

The Pro Se Law Clerk provides legal advice and assistance to the Court in connection with prisoner petitions and complaints. Performs substantive screening after filing of all prisoner and inmate petitions and motions, including state habeas corpus petitions, motions to vacate sentence, and civil rights complaints. Drafts appropriate recommendations and orders for the Court's signature. Reviews all complaints, petitions, and pleadings that have been filed to determine issues involved and basis for relief. Performs research, as required, to assist the Court in preparing opinions. Maintains liaison between the Court and litigants. Corresponds with other officials, such as U.S. Attorney, as required. Evaluates present procedures to determine new innovations for increasing the effectiveness in handling complaints, petitions, and pleadings. Reviews the docket of pending prisoner and inmate litigation to assure the proper progress of such cases and advises the Court of those cases where action by the Court is appropriate. Compiles statistics and prepares periodic reports, as required, which reflect the status and flow of cases. Identifies problem areas, makes recommendations, and offers solutions, as required by the Court, Administrative Office, and other officials. Keeps abreast of changes in the law to aid the Court in adjusting to new legislation in the pro se area. Provides information, guidance, and advice to judges, magistrates, and other personnel working in the pro se area. Advises appropriate personnel on the status of cases. Performs other duties as assigned.

The duty station (Miami or West Palm Beach) will be determined at the time of job offer. This is a temporary position. Expected length of service is one (1) year with possibility of extension for one (1) additional year.

### U.S. District Court, Southern District of Florida

There are eighteen authorized United States District Judges in the Southern District of Florida. The Court is comprised of United States District Judges, Senior United States District Judges, and United States Magistrate Judges. The District spans a geographical area that encompasses nine counties - its southernmost includes Monroe County and its northernmost includes Indian River County. The Clerk's Office maintains its headquarters in downtown Miami and includes four divisional courthouses.

### **Appointing Authority and Reporting Relationship**

The appointing authority for this position is the Chief U. S. District Judge. This position reports to and works under the direction of the assigned District Judge(s).

### **Court Preferred Skills**

**Applicants who have one or more of the following attributes will be given priority consideration.**

- Prior legal experience is highly desirable. A minimum of 3 years of previous federal clerkship experience and/or prior litigation experience in the private or public sector gained after law school graduation.
- Standing within the upper quarter (25%) of the class upon graduation from law school.
- Experience in planning and organizing work, establishing priorities, and working independently.
- An understanding of federal habeas corpus law and proficiency in the use of LEXIS and WESTLAW.
- Outstanding legal research/writing skills. Ability to communicate clearly, concisely and informatively, both orally and in writing. Experience reviewing documents and extracting data.
- Proficient computer skills, internet research, and word processing skills.

### **Qualifications/Requirements**

**These are the minimum attributes in order to hold the title of Pro Se Law Clerk.**

To qualify for the position of Pro Se Law Clerk, a person must be a law school graduate (or be certified as having completed all law school studies and requirements and merely awaiting conferment of degree) from a law school of recognized standing, and have one or more of the following attributes:

- Standing within the upper third of the law school class from a law school on the approved list of either the American Bar Association or the Association of American Law Schools;
- Experience on the editorial board of a law review of such a school;
- Graduation from such a school with an LLM degree; or
- Demonstrated proficiency in legal studies which in the opinion of the judge is the equivalent of one of the above.

### **Legal Work Experience**

Progressively responsible experience in the practice of law, in legal research, legal administration or equivalent experience received after graduation from law school. Major or substantial legal activities while in military service may be credited, on a month-for-month basis whether before or after graduation, but not to exceed one year if before graduation from law school.



### **How to Apply**

Submit the completed application package electronically in pdf format. The required items must be consolidated into one document in the order listed below. Do not copy/paste your documents into the email. Please make sure to annotate Announcement Number: **2021-JDS-10** on the subject line. Send the email to:

**[flsd\\_hrmail@flsd.uscourts.gov](mailto:flsd_hrmail@flsd.uscourts.gov)**

A complete Application includes:

1. Cover Letter
2. Detailed resume with exact dates of employment and salary history
3. A078 Application for Judicial Employment
4. Copies of final law school transcripts, and Bar Membership, if applicable
5. Legal Writing Sample

The A078 Application for Judicial Branch Employment is available on the Court's website.

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### Salary

Appointment to JSP 12 or above requires that the candidate be a member of the bar of a state, territory, or federal court of general jurisdiction. Availability of the JSP Grade 14 pay rate is subject to restrictions of the Judicial Salary Plan pay system. To qualify for the JSP Grade 14, a candidate must have two years of federal experience as a chambers law clerk, staff attorney, pro se law clerk, bankruptcy appellate panel law clerk or death penalty law clerk.

| <b>*Eligible for Appointment at JSP Grade Level:</b> | <b>Years of Legal Work Experience After Law School Graduation</b> | <b>Bar Membership Required</b> |
|--|---|--------------------------------|
| JSP Grade 11, Step 1 (\$68,864)                      | 0   | No                             |
| JSP Grade 12, Step 1 (\$82,540)                      | 1 Full-Time Years   | Yes                            |
| JSP Grade 13, Step 1 (\$98,151)                      | 2 Full-Time Years   | Yes                            |
| JSP Grade 14, Step 1 (\$115,985)                     | 3 Full-Time Years   | Yes                            |

### Benefits

Employees of the United States District Court are “Excepted Appointments” and considered “At-Will” judicial employees. Federal Government Civil Service classifications or regulations do not apply. Electronic direct deposit of salary payments is mandatory. Employees appointed for at least one year and one day are eligible for a range of benefits such as paid national holidays, participation in health and life insurance, long-term care insurance, dental and vision insurance and a Flexible Benefits Program which includes medical and dependent care reimbursement. Some employees may also receive retirement benefits that include the Thrift Savings Plan (TSP). TSP is a 401(k) equivalent program that includes matching contributions.

### Background Check

This is a Sensitive position within the Judiciary. The selected candidate will be subject to a criminal history background check and a technical fingerprint check through the FBI Criminal Justice Information Services Division database as a condition of employment. Employment will be considered provisional until the background check is completed.

The Federal Court practices zero tolerance for illegal drug use.

Applicants must be a United States Citizen or eligible to work in the United States.

For more information on working for the federal court, please visit [www.uscourts.gov/Careers.asp](http://www.uscourts.gov/Careers.asp)

**THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER.**